

## Associate

San Francisco, CA

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Columbia Property Trust is currently seeking an **Associate** for our **San Francisco** office. The candidate will work across the Transactions and Asset Management teams and support the underwriting of new investments and the asset management of existing investments across the West Coast.

**This role is not remote, and employees must report to the office five days a week.**

**Proof of full vaccination (defined as having completed the primary series of the COVID-19 vaccine) is required.**

### Key Responsibilities

- Prepare detailed real estate financial analyses using Excel and Argus.
- Research, aggregate, compile, and incorporate market information into prudent modeling assumptions across geography, asset class, and risk profile.
- Assist with the preparation and writing of executive summaries, investment briefs, due diligence memos and ad hoc memos related to potential investment opportunities which will be presented to both investment committee and board members.
- Coordinate, compile, review and summarize all relevant materials related to both investment opportunities and market intel.
- Assist in aggregating and compiling materials for external co-investment partners.
- Assist in the underwriting, formation and structuring of equity, debt, and structured finance investment transactions across various asset classes and geographies.
- Work with and assist the Asset Management team with lease underwriting, capital budgeting, and debt financing analysis.
- Prepare investment committee and board memos for asset management initiatives and approvals.
- Contribute to the improvement of existing processes and promote the adoption of best practices across the transaction lifecycle.
- Assist with the enhancement and maintenance of asset management models.
- Underwrite potential investment opportunities utilizing Argus, third party research tools such as CoStar and through discussions with regional investment and/or leasing experts.
- Assist with the due diligence process for potential transactions by communicating with internal stakeholders, reviewing/abstracting leases, analyzing historical operating statements, coordinating property tours, participating in tenant interviews, reviewing third party reports, participating in legal/purchase and sale negotiations and making recommendations based upon due diligence findings.
- Maintain the internal deal database and provide information for quarterly and Board reporting as needed.
- Maintain a strong working relationship with regional asset management teams.

### Essential Functions

- Prepare detailed real estate financial analyses using Excel and Argus.
- Assist with the maintenance and enhancement of asset management models.
- Assist preparation of investment committee and board memos for asset management initiatives including capital plans, lease approvals, and capital markets transactions.
- Assist with the preparation and writing of executive summaries, investment briefs, due diligence memos and ad hoc memos related to potential investment opportunities which will be presented to both investment committee and board members.

### **Competencies**

- Strong communication skills, both written and oral.
- Excellent time management capabilities.
- A team player with the ability to collaborate across business units.
- Proficient in Microsoft Office.
- Excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, detailed and highly organized.

### **Required Education/Experience**

- Bachelor's Degree in Economics, Finance, Real Estate or a business-related field.
- Minimum of two years of relevant analysis experience in investment banking, real estate private equity and/or real estate finance.
- Experienced in financial analysis (NPV, IRR, lease analysis, ROI, DCF modeling, analyze financial statements, etc.).
- Advanced financial modeling skills and strong understanding of financial concepts, including those which drive investment decision making.
- Applicants must be authorized to work for any employer in the US.

### **Preferred Education/Experience**

- Working knowledge of Argus.

### **Travel Required and Percentage**

Occasional travel (10-15% of time) to visit existing assets, new deal opportunities, meet with partners, lenders, or consultants.

### **Physical Demands**

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Company Background**

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit [www.columbia.reit](http://www.columbia.reit).

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.